

ADVERTISEMENT FOR EXISTING OFFICE SPACE

PART B OF ADVERTISEMENT:

The State of Washington is soliciting proposals for existing office space as follows:

Solicitation Overview:

An administrative/service delivery facility for Department of Licensing consisting of approximately 7,200 square feet (SF) of BOMA rentable air-conditioned office space with provisions for sixty (60) parking spaces.

The facility must be within the following geographical boundaries:

South to 160th Avenue N.E. & I-405; North to Bothell Everett Highway into Canyon Park; East to Woodinville & Avondale Road; and West to Kenmore & Hwy, Bothell, WA

Special Location Factors: 125' x 200' flat area for on-site motorcycle testing and 15' x 20' space for on-site parallel parking maneuver

Project Number: 240-10-08

Closing Date: November 14, 2008

Definition:

- **Existing Office Space** is defined as a building, with at a minimum:
 1. Footings, foundations, and a roof in place, for the advertised square footage required; or
 2. Footings, foundations, and a roof in place for 70 percent of the advertised square footage and the demonstrated ability to meet the advertised square footage requirements.
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A. Submittal of Written Proposals

All proposals submitted in response to this advertisement must demonstrate that the proposed buildings will meet or exceed the state's **Leased Space Requirements**, July 2005 edition, by the proposed occupancy date. **Only the state's standard lease document will be used.** These documents may be obtained by contacting the Department of General Administration's Real Estate Services (RES) at 360-902-7373 or by accessing GA's Home Page at (<http://www.ga.wa.gov/RES/LeasedSpace.htm>). For more project specific information, contact the project lead Guy Winkelman at gwinkel@ga.wa.gov or (360) 902-0948.

For the required term of the lease, the Proposer must provide written and verifiable documentation of control of the property through fee ownership, long-term lease, valid purchase contract or option to purchase contract. Proposals of space currently leased by the proposer as lessor must include a copy of the lease, with all exhibits, attachments and amendments, and a signed, written consent from the lessee agreeing to occupancy and nondisturbance of the State in conformance with all aspects of this solicitation.

Although the state encourages brokers to submit proposals, the state does not retain real estate brokers or pay commissions. Brokers or agents **must** include documentation from the **legal owner(s)** of the property authorizing the broker's or agent's submittal with each proposal. This documentation must clearly state the name of the legal owner, the name of the authorized broker or agent, and the location of the building and it must be signed and dated by the legal owner.

Space must be architecturally barrier-free to people with disabilities and in compliance with the latest standards.

PROPOSALS WITHOUT REQUIRED DOCUMENTATION AND/OR NOT MEETING THE ABOVE DEFINITIONS SHALL BE CONSIDERED NON-RESPONSIVE AND SHALL BE REJECTED.

B. Specifications of Requirement

The Department of Licensing desires a move-in date to begin on or before January 1, 2010 for approximately 7,200 square feet (SF) of BOMA usable air-conditioned space.

Lease Term: Please provide a rental rate for a five year lease term. Proposed rates must be for a building that meets the state's Leased Space Requirements and must be described as Fully Serviced or Unserviced, according to the definitions provided below. The State of Washington will not accept proposals that do not comply with the definitions provided below.

Lease Rate Definitions:

Fully Serviced Lease Rate: Lessor pays for all building expenses and operating costs. These expenses and operating costs include, but are not limited to: property taxes and property assessments, insurance, storm water, water, sewer, irrigation water, garbage collection, electricity, natural gas, elevator service, janitorial service (including interior and exterior window washing), restroom supplies, light bulbs and fluorescent tubes (for all interior and exterior lighting fixtures), landscaping maintenance, parking lot maintenance, building maintenance and repair (as described in the state's Standard Lease Document), and property management.

Unserviced Lease Rate: Lessor pays for property taxes and property assessments, insurance, storm water, irrigation water, elevator service, landscaping maintenance, parking lot maintenance, exterior light bulbs and tubes, building maintenance and repair (as described in the state's Standard Lease Document), and property management. The proposal must clearly state whether the Lessee or the Lessor will be expected to pay for each of the following expenses: water, sewer, garbage collection, electricity, natural gas, janitorial service, restroom supplies, light bulbs and fluorescent tubes for interior fixtures.

Written proposals (faxed copies not accepted) must be submitted no later than **3:00 p.m.**, November 14, 2008, addressed to:

Bid Clerk, Project #240-10-08
Real Estate Services
Department of General Administration
230 General Administration Building
Post Office Box 41015
Olympia, Washington 98504-1015

C. Building and Site Information

1. Location

- Exact street address (if not yet assigned, locate from the nearest intersection)
- Assessor's Parcel Number
- Specific Zoning Description and any potential constraints or restrictions in the use of the building. This information will be verified with the local jurisdiction prior to acceptance of the proposal.
- Description of immediate vicinity in terms of existing uses.
- Identify other tenants in the building or complex and their activities.

2. Parking

- What is the applicable zoning code ratio for parking at the facility?
- How many parking spaces are located off-street and on the building site that will be available to the agency? How are the stalls designated? (i.e. standard, compact)
- How many barrier-free parking spaces are located on the site?
- Is there parking available on-street within a two block radius of the building? If so, is it metered?
- If any of the proposed parking spaces are located off-street and off-site, state the distance from the facility and describe the pedestrian route from parking lot to building. Is the pedestrian route of travel ADA accessible?
- Will there be a cost for the parking? If so, what is the monthly cost per stall?

3. Public transportation

- What is the distance to the nearest bus stop?
- What is the frequency of the bus service at the nearest bus stop?
- What is the pedestrian route from the bus stop to the front door of the building? Is the pedestrian route of travel ADA accessible?
- Is the nearest bus stop accessible to mobility impaired individuals?

4. Accessibility to major highway routes of travel

- What is the distance to the nearest freeway interchange?

5. Downtown Revitalization (Include ONLY if applicable to project)

- Is the building located within a designated Downtown Revitalization area? If yes, applicable documentation from the local jurisdiction must be included.

6. Historical Preservation (Include ONLY if applicable to project)

- Does the building qualify as a historic preservation site? If yes, applicable documentation from the local jurisdiction must be included.

7. Flood Plain Zone

- Is the site located within a flood plain? Provide reference source.

8. Exterior Design

- Describe the exterior design of the building. Provide photograph if possible. Existing buildings that will be substantially remodeled/renovated must include preliminary architectural renderings.

9. Interior Design

- Is the proposed space located on multiple floors? If so, please describe.
- Provide live and dead floor load capacity.

10. Size of Space

- What is the proposed square feet of available office space? Please use BOMA definitions and indicate if BOMA usable, BOMA rentable or BOMA gross.
- What is the rentable to usable ratio of the proposed building?
- If the proposer requires a lease rate based on BOMA rentable then building plans showing common areas, building openings, and BOMA calculations must be provided.

11. Heating, ventilation, air-conditioning (HVAC)

- All HVAC systems will be required to meet the service and performance standards of the Leased Space Requirements, July 2005 edition. Provide a detailed description of the existing system including its age, capacity, and energy source. If the system will be upgraded or replaced, provide details of proposed upgrade and/or system.

12. Energy Efficiency

- Has there been an energy audit performed on the proposed building? If yes, when?
- Describe the current energy saving and efficiency measures, such as building shell insulation, insulated glass, and energy source.

13. Lighting

- All lighting systems will be required to meet the Leased Space Requirements, July 2005 edition. Provide a detailed description of the existing lighting system and fixtures in regards to the state's Leased Space Requirements. If the system/fixtures will be upgraded, please provide details.

14. Date Building will be available for occupancy

- What is the proposed first date of occupancy, including space modifications in accordance with the Leased Space Requirements, July 2005 edition?

15. Availability of lessor's architect.

- Will lessor provide an architect to the agency for space planning purposes at their sole cost and expense?

16. Lease Rate:

- Please provide the lease rate in accordance with sections A and B herein above.

17. Inducements

- Does your proposal include additional incentives or inducements? If so, clearly describe all related terms, conditions and financial implications.

All proposers must respond to **each item** listed above in submitted proposals. **Proposals missing any portion of the requested information may be considered non-responsive and may be rejected.**

D. Evaluation Criteria

Responses to this proposal will be evaluated and scored after the project team has viewed all of the proposed buildings. The evaluation criteria include, but are not limited to the responses given to the above questions, building efficiency and performance, impact on the community and the suitability of the proposed facility to the program needs. Samples of the Evaluation Forms can be obtained from the State's project lead identified in Section A of this advertisement.

E. Hazardous Material and Energy Assessment

Each location is subject to a hazardous substances assessment and environmental audit. If an environmental audit is required, it shall be completed at the sole cost and expense of the property owner. Failure to meet required assessment criteria will be grounds for not considering the proposal further.

F. Prevailing Wage/Work in Advance of Lease Execution

- Proposer agrees to pay the prevailing rate of wage to all workers, laborers, or mechanics employed in the performance of any part of this project when required by state law to do so, and to comply with the provisions of Chapter 39.12 RCW, as amended, and the rules and regulations of the Department of Labor and Industries and the schedule of prevailing wage rates for the locality or localities where this project will be performed as determined by the Industrial Statistician of the Department of Labor and Industries, are by reference made a part of this Solicitation as though fully set forth herein.
- Pursuant to RCW 39.04.260, the prevailing rate of wage is statutorily required to be paid to workers on the project for all work, construction, alteration, repair, or improvement, other than ordinary maintenance, that the state causes to be performed by a private party through a contract to lease at least 50% of the project by a state agency. Proposer acknowledges and agrees that a contract to lease will only be created by a written lease, and any written amendments thereto, being executed by Proposer, the Director of the Washington State Department of General Administration or his or her designee, and approved as to form by the Office of the Attorney General.
- In addition to prevailing wage being paid under Chapter 39.12 RCW and RCW 39.04.260, Proposer agrees that at least the prevailing rate of wage will be paid to workers on the project for all work, construction, alteration, repair, or improvement, other than ordinary maintenance, ("Work") that occurs between the date of issuance by the State of a Letter of Intent to the Proposer on the project and the date a lease is fully executed (the "Interim Period"), inclusive of such dates, and at which point prevailing wage is statutorily required under RCW 39.04.260. For work performed during the Interim Period, Proposer agrees to adhere and fully comply with all terms and

requirements of Exhibit I, Interim Work (located at <http://www.ga.wa.gov/RES/form.htm>).

Nothing herein nor any oral or written communication shall be construed to condone, encourage, or otherwise authorize Work during the Interim Period or prior to the State executing a contract to lease, except a mutually written agreement executed by the Director of the Department of General Administration. In the event a Proposer undertakes any Work during the Interim Period or otherwise prior to execution of a lease, Proposer acknowledges that such Work is not authorized by the State, agrees to assume all risk of any kind whatsoever related to the Work, and shall be solely responsible for any and all costs and expenses related to such Work.

G. Space Planning and Architectural Documents

Design development drawings and performance specifications will be provided by the State. The State will require the apparent successful proposer to furnish architectural construction documents to meet the state's Leased Space Requirements. A General Administration (GA) Architect will oversee the design development and management of any remodeling.

The Apparent Successful Proposer will be required to furnish the following:

- Accurate as-built drawings showing structural elements such as shear walls, columns, braces, electrical services, plumbing lines, HVAC unit locations and main ducts inside the space. These plans will be utilized during space plan development.
- An accurate plan of the proposed building and its interior layout in the format specified;
- The final construction documents as required by the local jurisdiction building officials for building permit and construction.

H. Reservations

The state reserves the right to lease space which, in its opinion, best meets its need, rental rate considered. The state reserves the right to waive minor irregularities contained in any proposal. The state also reserves the right to, at any time and in its sole discretion, reject any or all proposals. Should the state, in its opinion, be unable to find satisfactory space, the state may re-advertise for existing office space, office space under construction or for planned office space, or perform a market search, and/or amend the project/space requirements.